

JOE WARDY
MAYOR



CITY COUNCIL

SUSAN AUSTIN
DISTRICT NO. 1

ROBERT A. CUSHING, JR.
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO
DISTRICT NO. 3

JOHN F. COOK
DISTRICT NO. 4

DANIEL S. POWER
DISTRICT NO. 5

PAUL J. ESCOBAR
DISTRICT NO. 6

VIVIAN ROJAS
DISTRICT NO. 7

ANTHONY W. COBOS
DISTRICT NO. 8

MUNICIPAL CLERK'S OFFICE
CITY CLERK DIVISION

PHONE: (915) 541-4127

FAX: (915) 541-4306

To: Honorable Mayor Joe Wardy and City Representatives

From: Richarda Duffy Momsen, Municipal Clerk

Subject : November 2, 2004 Election Resolution and Contract on City Council
Agenda for August 24, 2004

Date: August 19 2004

Please be advised that on the August 24, 2004 City Council Agenda will appear the resolution calling for an election on November 2, 2004 to fill the vacancy of District Representative for District No. 5. This vacancy is created by the resignation of Representative Daniel Power, dated August 16, 2004.

Also on the agenda for August 24, 2004 will appear the contract with El Paso County Election Administrator Helen Jamison to conduct the election. Ms. Jamison has initially identified the cost of the contract to be \$51, 897. She has informed us that figure may rise due to additional equipment she may have to secure given the impact on her operation of the City's October 4, 2004 deadline for filing.

I am available at 541-4127 if you would like additional information.

Districts Affected: Residents in all districts, especially those in District 5
Account: 502203 - Elections contracts
Fund: 01101 - General fund
Dept. ID: 11010009 - Municipal Clerk - City Clerk

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a contract between the City of El Paso and Helen Jamison, County Elections Administrator of El Paso County, at an estimated cost of \$51,897, to provide election services and equipment for the November 2, 2004 Special City Election.

ADOPTED this 24th day of August 2004.

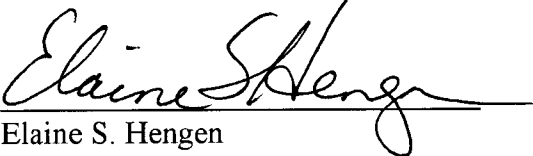
CITY OF EL PASO

Joe Wardy, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Elaine S. Hengen
Assistant City Attorney

STATE OF TEXAS

COUNTY OF EL PASO

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CONTRACT FOR ELECTION SERVICES

*THIS CONTRACT, made this 18th day of August 2004 by and between the **CITY OF EL PASO** hereinafter called **CITY** and **HELEN JAMISON**, County Elections Administrator of El Paso County, Texas hereinafter called **Contracting Officer**, pursuant to V.A.T.S., Election Code, Sec. 31.091, witnesseth:*

1. **RECITALS.** *The Contracting officer is the County Election Administrator of El Paso County, Texas, and is the County Officer in charge of election duties. The **CITY** is a political subdivision situated wholly within El Paso County, Texas. The **CITY** and the Contracting Officer have determined that it is the public interest of the inhabitants of the **CITY** that the following contract be made and entered into for the purpose of having the Contracting Officer furnish to the **CITY** certain election services and equipment needed by the **CITY** on November 2, 2004, in connection with the holding of a **CITY OF EL PASO SPECIAL ELECTION (City Representative, District #5)**. Electronic voting equipment (Touch Screen) is to be used.*

2. **DUTIES AND SERVICES OF CONTRACTING OFFICER.** *The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:*

(a) *Prepare lists of persons to recommend for appointment as presiding election judges, alternate judges, and the judge of the central counting station; recruit and train the judges and clerks; and arrange for the use of polling places.*

(b) *Procure and distribute election supplies, and distribution of ballots.*

(c) *Assemble and edit lists of registered voters to be used in conducting the election, precincts established for the election.*

(d) *Procure, prepare, and distribute election equipment, transport equipment to and from the polling places, and issue election supplies to the precinct judges.*

(e) *Supervise the conduct of early voting and supply personnel to serve as deputy early voting clerks.*

(f) *Publish notice of the date, time and place of a school of instruction for election judges and clerks, and conduct such school of instructions.*

(g) *Arrange for use of central counting station and for the tabulating and personnel and equipment needed at central counting station and assist in preparation of programs and test materials for tabulation of the ballots to be used with electronic voting equipment.*

(h) *Publish legal notice of the date, time and place of the testing of the electronic tabulating equipment and conduct such testing.*

(i) *Provide for the storage of election records as provided by law.*

(j) *Supervise the handling and disposition of election returns, voted ballot cards etc. and tabulate unofficial returns and assist in preparing the tabulation for the official canvass.*

(k) *Provide information services for voters and election officers,*

(l) *Assist in providing general overall supervision of the election and provide advisory services in connection with the decisions to be made and action to be taken by officers of the CITY who are responsible for holding the election.*

3. **DUTIES AND SERVICES OF CITY.** The CITY shall:

(a) *Establishing the precinct and polling places.*

(b) *Prepare all election orders, resolutions, notices, and other pertinent documents for adoption for execution by the appropriate **CITY** officer or body, and take all actions necessary under law for calling the election, appointing the presiding judges, alternate judges, judge of the central counting station, and other election officers, establishing precincts and polling places, handling contests, canvassing the returns and declaring the results.*

(c) *Approve the tabulating supervisor and assistants and central counting station manager, recommended by the Contracting Officer.*

(d) *Prepare and publish in the official City newspaper or post all required election notices.*

(e) *Deliver to the Contracting Officer as soon as possible but not later than twenty nine days before the elections, the names that are to be printed on the ballot or ballot labels with the exact form and spelling that is to be used.*

(f) *Provide the services necessary to translate any election document into Spanish.*

(g) *Pay any additional costs incurred by the Contracting Officer if a recount for said election is required, or the election is contested in any manner.*

(h) *Return all surplus election supplies to the Contracting Officer.*

(i) *Prepare any submission on voting changes to be submitted to the U.S. Department of Justice under the Federal Voting Rights Act of 1965, as amended.*

(j) *The **City** will pay 75% of estimated cost before Election Day (as per County Commissioners Court Order). Pay the Balance of conducting said election, within thirty days from the date of billing.*

4. **COST OF SERVICES.** *The CITY shall pay all expenses for the above services, supplies and equipment in accordance with the following estimated cost schedule (EXHIBIT "A") which is mutually agreed*

5. **GENERAL CONDITIONS.**

(a) *Fifteen precincts at thirteen polling places within the **El Paso City Limits**. Eleven early voting and thirty six mobile locations will be used for the election.*

(b) *Nothing contained in this contract shall authorized or permit a change in the officer with whom or the place at which any document or record relating to the election is to be filed. Or in the place at which any function of the canvass of the election return is held or in the officer to service as custodian of voted ballots or other election records.*

(c) *The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of El Paso County.*

CITY OF EL PASO

Joe Wardy Mayor

ATTEST


Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Elaine S. Hengen
Assistant City Attorney

COUNTY ELECTIONS DEPARTMENT



HELEN JAMISON, ELECTIONS ADMINISTRATOR

COUNTY OF EL PASO ELECTIONS DEPARTMENT
500 E. SAN ANTONIO # 402
EL PASO, TEXAS 79901
(915) 546-2154
FAX (915) 546-2220

August 19, 2004

EXHIBIT "A"

<i>CITY OF EL PASO SPECIAL ELECTION</i> <i>NOVEMBER 2, 2004</i>
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PAYROLL:

<i>EARLY VOTING</i>	<i>\$ 25,000.00</i>
<i>TEMPORARY HELP(2 X 10 DAYS X 8 HRS X 7.00)</i>	<i>\$ 1,120.00</i>
<i>CENTRAL COUNTING STATION</i>	<i>\$ 2,000.00</i>
<i>TABULATING PERSONNEL</i>	<i>\$ 1,500.00</i>
<i>TRAINING ELECTION CLERK (NEW VOTING EQUIPMENT)</i>	<i>\$ 3,500.00</i>
<i>ELECTION DAY PAYROLL</i>	<i>\$ 6,375.00</i>
<i>DELIVERY</i>	<i>\$ 113.00</i>

OTHER EXPENSES:

<i>PRINTING OF BALLOT (MAIL & SAMPLE)</i>	<i>\$ 1,200.00</i>
<i>PUBLICATION OF NOTICES</i>	<i>\$ 125.00</i>
<i>1 CENTRAL COUNTING STATION KIT</i>	<i>\$ 25.00</i>
<i>AUTO/TABULATING EQUIPMENT/SOFTWARE/SUPPLIES</i>	<i>\$ 2,000.00</i>
<i>PRECINCT KITS/ELECTION DAY</i>	<i>\$ 234.00</i>
<i>PRECINCT BALLOT BAGS/ELECTION DAY</i>	<i>\$ 52.00</i>
<i>TOUCH SCREEN VOTING MACHINES/ELECTION DAY</i>	<i>\$ 975.00</i>
<i>TOUCH SCREEN VOTING MACHINES/EARLY</i>	<i>\$ 265.00</i>
<i>EARLY VOTING KIT</i>	<i>\$ 175.00</i>
<i>ELECTRIC BILLS FOR EARLY VOTING</i>	<i>\$ 500.00</i>
<i>POSTAGE/STATIONERY/CHECKS</i>	<i>\$ 450.00</i>
<i>PRECINCT CARDS (SMART CARDS)</i>	<i>\$ 65.00</i>
<i>INTERNET CONNECTIONS (EARLY VOTING)</i>	<i>\$ 600.00</i>
<i>ENCODERS FOR TOUCH SCREENS</i>	<i>\$ 450.00</i>
<i>DELIVERY & PICKUP OF TOUCH SCREENS</i>	<i>\$ 455.00</i>
<i>SUB TOTAL</i>	<i>\$ 47,179.00</i>
<i>ADMINISTRATIVE FEES 10%</i>	<i>\$ 4,718.00</i>
<i>TOTAL</i>	<i>\$ 51,897.00</i>

Elections Department
500 E San Antonio # 402
El Paso, Texas 79901

The County of El Paso

Phone: 915 546-2154
Fax: 915 546-2220
www.epcounty.com



Helen Jamison
Elections Administrator

CITY OF EL PASO SPECIAL ELECTION

NOVEMBER 2, 2004

RECOMMEDED PERSONNEL

Central Counting Station Manager Helen Jamison

Central Counting Station Judge Veronica Roman

Early Voting Ballot Board Chairman Rosa O'Keefe

Tabulating Supervisor Javier Chacon

Last day to receive a request for a ballot by mail October 26, 2004.



Helen Jamison
Elections Administrator

PRESIDENTIAL GENERAL ELECTION

November 2, 2004

EARLY VOTING

October 18, 2004 through October 29, 2004

- | | |
|---------------------------------|--------------------|
| 1 BASSETT CENTER | 6101 GATEWAY WEST |
| 2. BURGESS LIBRARY | 9600 DYER |
| 3. CAROLINA CENTER | 563 N.CAROLINA |
| 4. COURTHOUSE | 500 E.SAN ANTONIO |
| 5. DIETER PLAZA | 1605 GEORGE DIETER |
| 6. EASTSIDE LOCATION | DEAN MARTIN |
| 7. FESTIVAL CROSSING | 5380 N. MESA |
| 8. PAVO REAL RECREATION CENTER | 9301 ALAMEDA |
| 9. PROMENADE SHOPPING | 7500 N. MESA |
| 10. ROGELIO SANCHEZ CENTER | FABENS |
| 11. SOCORR HIGH SCHOOL | 10150 ALAMEDA |
| 12. SUNRISE SHOPPING CENTER | 8500 DYER |
| 13. THREE MOBILE @ 36 LOCATIONS | |

DAYS AND HOURS

Oct. 18 – Oct. 22 (Mon. – Fri.) 9:00 a.m. – 6:00 p.m.
Courthouse 8:00 a.m. – 5:00 p.m.
Oct. 23 (Saturday) 8:00 a.m. – 8:00 p.m.(All locations)
Oct. 24 (Sunday) 12:00 – 5:00 p.m.(All locations)
Oct. 25 – Oct.29 (Mon. – Fri.) 8:00 a.m. – 8:00 p.m. (All locations)



Helen Jamison
Elections Administrator

PRESIDENTIAL GENERAL ELECTION

November 2, 2004

LIST OF EARLY VOTING JUDGES

1 BASSETT CENTER	ALFRED ALVARADO
2. BURGESS LIBRARY	LORETTA HIGHTOWER
3. CAROLINA CENTER	JULIE SANCHEZ
4. COURTHOUSE	DIANE SANDOVAL
5. DIETER PLAZA	RUBEN CORTEZ
6. EASTSIDE LOCATION	EILEEN FERGSON
7. FESTIVAL CROSSING	CHITA ALDERETE
8. PAVO REAL RECREATION CENTER	DIANE PADILLA
9. PROMENADE SHOPPING	FLO OBENOUR
10. ROGELIO SANCHEZ CENTER	POLLY RODRIGUEZ
11. SOCORR HIGH SCHOOL	ANITA BOWLING
12. SUNRISE SHOPPING CENTER	MARISSA MONCAYO
13. THREE MOBILE @ 36 LOCATIONS	WALDO RODRIGUEZ
	ROBERT HERNANDEZ
	LORENA GARCIA

City of El Paso Special Election

November 2, 2004

<u>Pct #</u>	<u>Polling Place</u>	<u>Address</u>
93	Scotsdale Baptist Church	10015 Lockerbie Ln.
94	Eastpoint Elementary School	2400 Zanzibar St.
97 & 98	Pebble Hills Elementary School	11145 Edgemere Blvd.
99	Fire Station #25	10834 Ivanhoe Dr.
100	YWCA - East	10712 Sam Snead Dr.
103	Indian Ridge Middle School	11201 Pebble Hills Blvd.
104	Glen Cove Elementary School	10955 Sam Snead Dr.
105	Hanks High School	2001 Lee Trevino Dr.
109	Jane Hambric Elementary School	3535 Nolan Richardson Dr.
110	Word of Life Church	11675 Pratt Dr.
111	Lujan Chavez Elementary School	2200 Sun Country Dr.
112 & 113	Benito Martinez Elementary School	2640 Robert Wynn Dr.
114	Helen Ball Elementary School	1950 Firehouse Dr.

City Special Election- Rep. #5
Judges and Alternates
November 2, 2004

<u>Pct. #</u>	<u>Polling Place/Judge/Alt.</u>	<u>Address</u>
<u>93</u> Judge Alt.	<u>Scotsdale Baptist Church</u> Rose Maya (D) Suzanne Hummel (R)	<u>10015 Lockerbie Ave.</u> 10264 Luella El Paso, Texas 79925 593-0888 3029 Brandwood Ct. El Paso, Texas 79925 598-9554
<u>94</u> Judge Alt.	<u>Eastpoint Elementary School</u> Paula Lira (R) Robert Mc Enroe (D)	<u>2400 Zanzibar St.</u> 10320 Bush Ln. El Paso, Texas 79925 592-5674 10223 Suez Dr. El Paso, Texas 79925 592-6847
<u>97 & 98</u> Judge Alt.	<u>Pebble Hills Elementary School</u> Joe Arteage (R)	<u>11145 Edgemere Blvd.</u> 11136 Childress El Paso, Texas 79936 590-3745/577-6152
<u>99</u> Judge Alt.	<u>Fire Station #25</u> Clarissa Elias (D)	<u>10834 Ivanhoe Dr.</u> 10605 Kinross Ave. #D El Paso, Texas 79935 590-2301
<u>100</u> Judge Alt.	<u>YWCA - East</u> Al Briones (D) Phillip Young (R)	<u>10712 Sam Snead Dr.</u> 10540 Cuesta Brava Ln. El Paso, Texas 79935 529-2548 10309 Ashwood Dr. El Paso, Texas 79925 591-8092
<u>103</u> Judge Alt.	<u>Indian Ridge Middle School</u> Josie Herrera (D) Anne Hicks (R)	<u>11201 Pebble Hills Blvd.</u> 3229 Mc Clean El Paso, Texas 79935 591-4015 3213 Funston El Paso, Texas 79936 594-1823
<u>104</u> Judge Alt.	<u>Glen Cove Elementary School</u> Isela Vasquez (D)	<u>10955 Sam Snead Dr.</u> 2327 Seaside El Paso, Texas 79936 593-6611
<u>105</u> Judge Alt.	<u>Hanks High School</u> Albert Ronquillo (R)	<u>2001 Lee Trevino Dr.</u> 12224 Missy Yvette El Paso, Texas 79936 921-5186/591-6319
<u>109</u> Judge Alt.	<u>Jane Hambric Elementary School</u> Jennifer Perez (D)	<u>3535 Nolan Richardson Dr.</u> 12489 Tierra Dulce El Paso, Texas 79938 849-7818
<u>110</u> Judge Alt.	<u>Word of Life Church</u> Yolanda Rodriguez (D)	<u>11675 Pratt Dr.</u> 10636 Quezada El Paso, Texas 79936 592-6132
<u>111</u> Judge Alt.	<u>Lujan Chavez Elementary School</u> Gilbert Avila (D)	<u>2200 Sun Country Dr.</u> 12043 Van Gough Dr. El Paso, Texas 79936 857-1153
<u>112 & 113</u> Judge Alt.	<u>Benito Martinez Elementary School</u> James Stewart (R)	<u>2640 Robert Wynn Dr.</u> 2905 Lake Champlain El Paso, Texas 79936 855-1157
<u>114</u> Judge Alt.	<u>Helen Ball Elementary School</u> Frank Sanchez (D)	<u>1950 Firehouse Dr.</u> 12712 Setting Sun El Paso, Texas 79938 921-6734/543-3892